



City of Santa Barbara

LOT LINE ADJUSTMENT SUBMITTAL REQUIREMENTS

The following steps and information are required for processing Lot Line Adjustments. Depending on the project, additional requirements and/or approvals may be necessary:

STEP 1: OPTIONAL: PRE-APPLICATION REVIEW TEAM (PRT)

Please refer to the "Pre-Application Review Team Submittal Requirements" handout for processing information and submittal requirements. *(This process is occasionally recommended for more complex applications.)*

STEP 2: PLANNING COMMISSION

Please refer to the "Planning Commission Submittal Packet" handout for processing information and submittal requirements.**

STEP 3: PUBLIC WORKS ENGINEERING

After Planning Commission approval or City Council on appeal, the following will be required. Please note that this is a general summary of the "post approval" requirements. Please refer to the "Lot Line Adjustment Document Processing (Post Approval)" handout (available at the Public Works Counter) for processing information and submittal requirements.

- A. Execute documents necessary to convey each and every property interest required to accomplish or implement the lot line adjustment, such as: agreement relating to the lot line adjustment, Quitclaim Deeds and acceptance thereof, or a Declaration of Lot Line Adjustment.
- B. Provide legal descriptions of each lot before and after the lot line adjustment, prepared by authorized persons. *(Note: descriptions of old lots may be obtained from existing deeds or title reports. Record of Survey may be referred to when preparing descriptions of "reconfigured" lots.)*
- C. Provide copies of all documents (if any), pertinent to the lot line adjustment (i.e. easements, deeds of trust, leases, agreements, etc.)
- D. Pay all required fees in accordance with the current City Council Fee Resolution for processing the documents and recordation.

****Note:** Please obtain (1) a Master Application and (2) a Planning Commission Submittal Cover Sheet (*lilac*) for additional submittal requirements.